CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: WASTEWATER COLLECTION SYSTEM SCHEDULING COORDINATOR

DEFINITION

Under general supervision, to schedule, coordinate, monitor and report sewer and storm drain system maintenance and repair activities using a computerized maintenance management system; and to do related work as required.

REPORTS TO: Environmental Compliance Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Compliance Supervisor

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

*   Schedule, coordinate, monitor and report sewer and storm drain system maintenance and repair activities using a computerized maintenance management system.

*   Develop, implement and maintain a cost efficient long-range field maintenance program.

*   Maintain databases for facilities mapping, maintenance history, work orders, logs, management information systems, equipment records and facilities inventory.

*   Submit purchase requisitions for supplies, materials and equipment needed for crews to perform assigned tasks.

*   Maintain computerized and manual records of field maintenance activities; prepare reports of efficiency, cost, time, supplies, materials used and work accomplished.

*   Assist in the budget preparation and administration; assist in preparing cost estimates.

*   May respond to emergency sewer calls.

*   Coordinate the final inspection of existing or newly constructed sewer or storm drain lines.

*   Prepare and review a variety of reports and records including route records, work orders, safety wrok sheets, equipment and vehicle usage logs and other related documents.

*   Provide information for evaluating work performance of staff.

*   Coordinate sewer and storm drain activities with other City departments, divisions, sections and with outside agencies.

QUALIFICATIONS

Knowledge of:

*   Methods, materials, tools and equipment used in the maintenance and repair of sewer and storm drain lines.

- Municipal and wastewater and storm drain collection systems.

- Use and operation of microcomputers including applicable software programs.

- Computerized maintenance scheduling, in-house mapping, report generation and interpretation.

Ability to:

- Schedule, coordinate, monitor and report sewer and storm drain maintenance and repair activities.

- Understand and carry out oral and written instructions.

- Develop manual and computerized maps of sewer and storm drain system networks.

- Modify routine maintenance methods and practices to handle unusual problems.

- Operate a variety of computer software and hardware systems; identify and correct problems; participate in the identification and implementation of system upgrades; work with hardware and software suppliers on maintenance of the computer system.

- Maintain accurate, complete and detailed records.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High School graduation or equivalent. The completion of supervisory and other related specialized course work is highly desirable.

Experience: Five years of experience performing journey level work in the construction, maintenance, and repair of sanitary sewers (comparable to a Wastewater Collection System Technician in the City of Riverside) including at least two years as a lead worker (comparable to a Wastewater Collection System Crew Leader in the City of Riverside).

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Ability to obtain a Grade II Collection System Certification issued by the California Water Environment Association within three test cycles from date of appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Collection System Scheduling Coordinator

TO: